
INDIANA COMMISSION ON PROPRIETARY EDUCATION***Board of Commissioners Meeting Memorandum***

Date: August 18, 2006

From: Rebecca Carter, Director of Regulatory Compliance

**Subject: THE ART INSTITUTE OF INDIANAPOLIS
ASSOCIATE OF APPLIED SCIENCE DEGREE IN CULINARY ARTS
BACHELOR OF SCIENCE IN CULINARY MANAGEMENT
BACHELOR OF SCIENCE IN FASHION MARKETING AND
MANAGEMENT**

Staff Recommendation

The commission staff recommends that The Art Institute of Indianapolis be granted the authority to award the Associate of Applied Science degree and Bachelor of Science degree in the following programs:

AS - Culinary Arts

BS - Culinary Management

BS - Fashion Marketing and Management

Background Information

The Art Institute of Indianapolis is nationally accredited by the Association of Independent Colleges and Schools.

The associate of science program consists of 112 quarter-credit hours of training and a minimum of 50% of the courses are in the Specialty and 35% of the remaining courses are in liberal arts. The faculty meets the criteria as stipulated in 570 IAC 1-10.1-4.

The bachelor's degree programs consists of 192 quarter-credit hours of training.

Supportive Documentation

1. Degree Applications
2. Instructor Qualification Record Forms

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution The Art Institute of Indianapolis

Name of Program Culinary Arts, Associate of Science

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AS

Name of Person Preparing this Form Carol Kelley

Telephone Number 317-613-4800 Application Type

Date the Form was Prepared 7/27/06 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

Program Mission:

The mission of the Culinary Arts program is to provide a market-driven, competency-based education delivered by faculty with appropriate credentials and industry experience. This program enables graduates to gain entry-level culinary employment with the opportunities for advancement in the food service industry.

Program Description:

The seven-quarter Culinary Arts program prepares graduates for a variety of careers in the foodservice industry. This preparation is accomplished through practical experiences in state-of-industry kitchens, including simulated situations and real-world production applications in the dining lab and Externship.

The program presents a broad introduction to the many aspects of the foodservice industry using a learner-centered approach to culinary education. Food production skills are complimented by courses detailing the business of culinary arts, along with general studies to ensure graduates are able to become value-added to employers.

Proof of Need:

Employment for chefs, cooks, and culinary-related workers is expected to increase faster than average for all occupations through the year 2005. According to the Occupational Outlook Handbook, growth in demand for these workers will create many new jobs, but most positions

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Culinary Arts, Associate of Science

TOTAL COURSE HOURS: 112 Check one: Quarter Hours ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☐

LENGTH OF PROGRAM: 7 Quarters TUITION: \$43,680

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CUL100	Concepts and Theories of Culinary Techniques	2
CUL105	Introduction to Culinary Skills	6
CUL110	Sanitation & Safety	4
CUL115	American Regional Cuisine	6
CUL120	Purchasing & Product Identification	4
CUL125	Introduction to Pastry Techniques and Artistry	4
CUL130	Introduction to Baking Science & Theory	2
CUL135	Planning and Controlling Costs	4
CUL200	Garde Manger	6
CUL205	International and Classical French Cuisine	6
CUL212	Asian Cuisine	2
CUL215	Regional American Cuisine	2
CUL220	Management by Menu	4
CUL225	A la Carte and Dining Room Operations	8
CUL235	Food & Beverage Operations Management	4
CUL240	Externship	4
CUL245	Management and Supervision	4
CULXXX	Culinary Elective	4
CUL272	Capstone	4

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Culinary Arts, Associate of Science

TOTAL COURSE HOURS: 112 Check one: Quarter Hours ☒
 _____ Semester Hours ☐
 _____ Clock Hours ☐

LENGTH OF PROGRAM: 7 Quarters TUITION: \$43,680

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CUL100	Concepts and Theories of Culinary Techniques	2
CUL105	Introduction to Culinary Skills	6
CUL110	Sanitation & Safety	4
CUL115	American Regional Cuisine	6
CUL120	Purchasing & Product Identification	4
CUL125	Introduction to Pastry Techniques and Artistry	4
CUL130	Introduction to Baking Science & Theory	2
CUL135	Planning and Controlling Costs	4
CUL200	Garde Manger	6
CUL205	International and Classical French Cuisine	6
CUL212	Asian Cuisine	2
CUL215	Regional American Cuisine	2
CUL220	Management by Menu	4
CUL225	A la Carte and Dining Room Operations	8
CUL235	Food & Beverage Operations Management	4
CUL240	Externship	4
CUL245	Management and Supervision	4
CULXXX	Culinary Elective	4
CUL272	Capstone	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
RS200	Career Development	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE100	Computer Applications	4
LA110	English Composition	4
LA120	College Mathematics	4
LA140	Speech and Communication	4
LA150	Natural Science	4
LA201	Historical & Political Issues	4
LA204	Nutritional Science	4

Number of Credit/Clock Hrs. in Specialty: 84 / 112 Percentage: 75
Number of Credit/Clock Hrs. in General Courses: 4 / 112 Percentage: 3.5

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 24 / 112 Percentage: 21.5

III. LIBRARY: Please provide information pertaining to the library located in your institution.

Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located on the second floor of the Art Institute of Indianapolis.

The hours are :

Mon- 9-7pm

Tues-9-10pm

Wed- 9-6pm

Thur-9-7pm

Fri-9-6

Sat -8:30-3

There is one full time MLS librarian and two part time Student workers whose hours total 30 per week.

2. Number of volumes of professional material:

867

3. Number of professional periodicals subscribed to:

48

4. Other library facilities in close geographical proximity for student access:

Marion County Public Library, Indianapolis Museum of Art Library, Indiana University/Purdue University Indianapolis

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 2 **Full-time:** 0 **Part-time:** 2

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: The Art Institute of Indianapolis

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana University - Bloomington	Bloomington, IN	Administration and Supervision	1996	2001
University of Tennessee	Knoxville, TX	Math Education	1985	1989
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Pike High School	Indianapolis, IN	Taught Algebra and Geometry	2005	2006
Lawrence North High School	Indianapolis, IN	Taught Arithmetic 9, Applied Math	1995	2001
Memphis City Schools	Memphis, TN	Taught Biology, American Government, U.S. History	1990	1995

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: The Art Institute of Indianapolis

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana State University	Terre Haute, IN	English	1970	1971
Indiana State University	Terre Haute, IN	English	1966	1970
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Vigo County School Corp.	Terre Haute, IN	Taught English	2002	2003
South Vermillion School Corp.	Clinton, IN	Substitute taught	1997	2002
Studio 2 Photographers - South Vermillion School Corp.	Terre Haute, IN Clinton, IN	Co-owner, photographer Department chair, taught English	1982 1971	2001 1978

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution The Art Institute of Indianapolis

Name of Program Culinary Management, Bachelor of Science

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Carol Kelley

Telephone Number 317-613-4800 Application Type

Date the Form was Prepared 7/27/06 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

Mission:

The mission of the Bachelor Degree in Culinary Arts Management is to provide a market-driven, competency-based education that integrates academics and hands-on learning and instruction. The practical culinary skills and management courses in this program will provide a foundation for the graduate to advance in the Culinary Arts field, as well as preparation for entry-level management positions in the foodservice industry.

Program Description:

The program will blend theoretical and hands-on learning in the areas of culinary arts, management, human resources, finance, food and beverage operations and service. This degree takes an in-depth, comprehensive approach to culinary education, externships are an integral part of the curriculum as they provide an opportunity for application to real world situations ultimately culminating into a career portfolio and entry level management positions, with the foundation for career advancement.

Program Need:

According to industry experts and national statistics, the need for qualified and trained chefs and culinary-related employees and managers remains strong. The following are some "Facts About Restaurants and the Economy" published by the National Restaurant Association on January 2006:

- The restaurant industry employs an estimated 12.5 million people, making it the nation's largest employer outside of government.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Culinary Management, Bachelor of Science

TOTAL COURSE HOURS: 192 Check one: Quarter Hours ☒ ☐

Semester Hours ☐

Clock Hours ☐

LENGTH OF PROGRAM: 12 Quarters TUITION: \$74,880

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CUL100	Concepts and Theories of Culinary Techniques	2
CUL105	Introduction to Culinary Skills	6
CUL110	Sanitation & Safety	4
CUL115	American Regional Cuisine	6
CUL120	Purchasing & Product Identification	4
CUL125	Introduction to Pastry Techniques and Artistry	4
CUL130	Introduction to Baking Science & Theory	2
CUL135	Planning and Controlling Costs	4
CUL200	Garde Manger	6
CUL205	International and Classical French Cuisine	6
CUL212	Asian Cuisine	2
CUL215	Regional American Cuisine	2
CUL220	Management by Menu	4
CUL223	Wine and Beverage Management	4
CUL225	A la Carte and Dining Room Operations	8
CUL235	Food & Beverage Operations Management	4
CUL240	Externship	4
CUL245	Management and Supervision	4
CULXXX	Culinary Elective	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CUL272	Capstone	4
CM302	Leadership and Organizational Development	4
CM303	Quality Service Management and Training	4
RS310	Human Resource Management	4
CM313	Facilities Management and Design	4
CM315	Foodservice Financial Management	4
CM316	Foodservice Technology and Information	4
CM321	Legal Issues and Ethics for Culinarians	4
CM322	Hospitality Marketing	4
CM402	Management Externship	4
CM404	Innovation and Entrepreneurship	4
CM411	Senior Culinary Practicum	6
CM412	Global Management and Operations in Hospitality	4
CUL472	Capstone/Portfolio	2
RS200	Career Development	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE100	Computer Applications	4
LA110	English Composition	4
LA120	College Mathematics	4
LA140	Speech and Communication	4
LA150	Natural Science	4
LA160	Psychology	4
LA200	Sociology	4
LA201	Historical & Political Issues	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
LA204	Nutritional Science	4
LA220	World Civilization	4
LA260	Research and Technical Writing	4
GE280	Conversational Spanish I	4
GE290	Conversational Spanish II	4

Number of Credit/Clock Hrs. in Specialty:	<u>140</u>	/	<u>192</u>	Percentage:	<u>73</u>
Number of Credit/Clock Hrs. in General Courses:	<u>12</u>	/	<u>192</u>	Percentage:	<u>6</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>40</u>	/	<u>192</u>	Percentage:	<u>21</u>
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III. LIBRARY: Please provide information pertaining to the library located in your institution.**Location of library; Hours of student access; Part-time, full-time librarian/staff:****The library is located on the second floor of the Art Institute of Indianapolis.****The hours are :****Mon- 9-7pm****Tues-9-10pm****Wed- 9-6pm****Thur-9-7pm****Fri-9-6****Sat -8:30-3**

There is one full time MLS librarian and two part time Student workers whose hours total 30 per week.

2. Number of volumes of professional material:867

3. Number of professional periodicals subscribed to:

48

4. Other library facilities in close geographical proximity for student access:

**Marion County Public Library, Indianapolis Museum of Art Library, Indiana
University/Purdue University Indianapolis**

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 2 **Full-time:** 0 **Part-time:** 2

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: McGregor Stephanie T.
(Last) (First) (Middle)

NAME OF INSTITUTION: The Art Institute of Indianapolis

GE092 Transitional Math

GE120 College Mathematics

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana University - Bloomington	Bloomington, IN	Administration and Supervision	1996	2001
University of Tennessee	Knoxville, TX	Math Education	1985	1989
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Pike High School	Indianapolis, IN	Taught Algebra and Geometry	2005	2006
Lawrence North High School	Indianapolis, IN	Taught Arithmetic 9, Applied Math	1995	2001
Memphis City Schools	Memphis, TN	Taught Biology, American Government, U.S. History	1990	1995

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: The Art Institute of Indianapolis

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana State University	Terre Haute, IN	English	1970	1971
Indiana State University	Terre Haute, IN	English	1966	1970
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Vigo County School Corp.	Terre Haute, IN	Taught English	2002	2003
South Vermillion School Corp.	Clinton, IN	Substitute taught	1997	2002
Studio 2 Photographers -	Terre Haute, IN	Co-owner, photographer	1982	2001
South Vermillion School Corp.	Clinton. IN	Department chair, taught English	1971	1978

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution The Art Institute of Indianapolis

Name of Program Fashion and Marketing Management, Bachelor of Science

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Carol Kelley

Telephone Number 317-613-4800 Application Type

Date the Form was Prepared 7/27/06 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

Program Description:

The Bachelor degree in Fashion and Retail Management program is a twelve-quarter program that will offer experience across disciplines in business, fashion, and design, covering both soft and hard lines. This cross-functional focus will allow students to expand beyond traditional fashion design positions and choose among options in manufacturing, design and retailing. The content of the curriculum includes fashion industry trends and manufacturing, general business, management, operations and compliance, retailing, marketing, advertising, and design. Students will learn how to effectively bridge the gap between designers and the retail market. They will be required to both identify and anticipate fashion trends, as well as to develop the decision-making skills needed to insure that the preferred consumer goods are in stock at the appropriate time.

Employment Outcomes:

Graduates of this program may seek employment as:

Assistant Retail Store Manager	Department Retail Sales Manager
Professional Visual Merchandiser	Marketing Assistant
Buyer/Assistant Buyer	Merchandiser/Assistant Merchandiser
Merchandise Displayer	Window Trimmer
Fashion Coordinator	Creative Director
Event Promotion	Product and Sales Development

Employment Outlook:

Employment opportunities in retailing and merchandising exist in many regional, state, and national levels. Most of these positions in entry-level form would be store manager/assistant manager trainee positions, many of which are part of larger store chain training programs. These positions will involve basic sales and customer service duties as well as merchandise display and management trainee responsibilities. While employment opportunities in retailing and merchandising occur everywhere, positions in marketing, buying and some levels of merchandising are "corporate" jobs. These types of jobs are very likely to be found in larger metropolitan areas, particularly in major fashion centers such as

New York, Chicago, and Los Angeles

While many employment opportunities exist in store-level retailing for graduates with an associate's to bachelor's degree only, corporate-level marketing, buying and merchandising jobs increasingly require a bachelor's degree or beyond. Our students will be particularly desirable because the program has a strong business sequence, and then a concentration in Web-based courses that will allow graduates to anticipate emerging technology trends in the field. Fashion retailing and merchandising jobs exist in major cities like Chicago, Los Angeles, Philadelphia, and New York, where it is highly competitive, but there are also opportunities in every city that has local fashion retailers. Students who gravitate towards this field can live almost anywhere in the region.

The prospective Fashion and Retail Management graduate is entering a highly diverse field, and entry level positions, dependent upon location, offer salaries between \$25,000 to \$40,000 per year¹. To qualify for these jobs, graduates will need a range of skills, including marketing and visual merchandising design basics, quantitative skills, a keen sales orientation and sense of creativity.

Fashion and Retail Management entry-level jobs vary widely and the salaries offered are equally as variable. Assistant Retail Store Managers and Department Retail Sales Managers can make from \$25,000 to \$40,000 per year or more, depending on experience and the size and profitability of the department/store. Buyers can earn from the low thirties to over \$45,000. Professional Visual Merchandisers can earn from \$35,000 to over \$50,000.¹

Retail employment in Sales Supervision and Merchandising is available throughout the country. All retail stores need Assistant Managers and Managers, and large chains also employ a hierarchy of positions "managing managers" at district, regional and national levels. Data from the Bureau of Labor Statistics indicates that U.S. national employment for Retail Supervisors and Managers stood at 1,252,450 in 2001, the last full year for which statistics are available. This group earned an average wage of \$33,170.² The same data indicated an additional 49,510 positions as Merchandise Displayers and Window Trimmers, at a mean salary of \$24,570.²

Overall employment of wage and salary retail sales worker supervisors and managers is expected to increase 10 -20 percent for all occupations through the year 2005 as grocery stores, department stores, automotive dealerships, and other retail establishments grow in number and size. This reflects faster than average growth for the industry. Establishment size has been increasing as retailers seek to accommodate consumers' desires for a greater selection of merchandise and one-stop shopping. The specialization arising from creation of new departments within existing stores and the offering of additional product lines should spur the demand for store-level retail sales worker supervisors and managers.

Projected employment growth of retail managers will mirror, in part, the patterns of employment growth in industries in which they are concentrated. For example, a projected growth of 21 – 35 percent is expected in miscellaneous shopping goods stores and in appliance, radio, television, and music stores. An increase of 10 – 20 percent is expected in drug stores and proprietary stores, shoe stores, gasoline service stations, and motor vehicle dealers. On the other hand, less than 10 percent growth is expected in department stores.

Unlike middle- and upper-level management positions, store-level retail supervisors and managers generally will not be affected by the restructuring and consolidating that is taking place at the corporate and headquarters level of many retail chain companies.

Because retail supervisors and managers comprise a large occupation, most job openings are expected to occur as experienced supervisors and managers move into higher levels of management, transfer to other occupations, or leave the labor force.

Information from Trendsetters.com, a fashion trend source found that buyers in America spend as much as \$176 billion per year on fashion. Despite relatively soft sales in 2001 and 2002 from higher numbers in

2000, this represents one of the most impressively large single industries in consumer retailing.³ Within the fashion management framework, apparel continues to be the largest segment of the fashion industry.

But at the same time, there are coexisting trends in the marketplace that point to opportunities for graduates trained in the latest business practices and technologies, and versed in competitive strategies. Some of these emerging opportunities include:

New Technologies: Most large fashion manufacturers have adopted not only computerized production devices, but have integrated the latest and most powerful computer networks throughout their global supply chains, linking distributors and suppliers from around the globe.

Internet retailing: Apparel is one of the biggest retail categories on the Internet, with U.S. sales of about \$5.2 billion in 2002, up from \$4.4 billion in 2001, according to Shop.org, the online arm of the National Retail Federation⁴. Gap Inc., for example, the largest U.S. specialty apparel retailer (with sales of \$13 billion last year), has added retail sales from the Internet to combat the recent decline in earnings. Stores increasingly use their Internet presence not only to sell merchandise obtainable in their stores but also to stock specialty merchandise not readily available on location.

Additional industry trends which create opportunities for well-educated graduates include: the growing globalization of the industry, including “overseas” outsourcing and the creation of new markets for fashion. Globalization creates a demand for fashion marketers and merchandisers with sensitivity to other languages, cultures and tastes. A basic understanding of the elements of international business is increasingly required.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Fashion and Marketing Management, Bachelor of ScienceTOTAL COURSE HOURS: 192 Check one: Quarter Hours ☒Semester Hours ☐

Clock Hours ☐

LENGTH OF PROGRAM: 12 Quarters

TUITION: \$74,880

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
FM112	Introduction to Business and Retailing	4
FM204	Retail Buying	4
FM221	Public Relations and Promotion	4
FM230	Consumer Behavior	4
FM231	Visual Merchandising	4
FM234	Professional Selling	4
FM301	Inventory and Stock Control	4
FM302	Store Planning and Lease Management	4
FM401	Catalog Development	4
FM402	Retail Store Management	4
FMXXX	Elective	4
FS101	Survey of the Fashion Industry	4
FS111	Trends and Concepts in Apparel	4
FS112	Apparel Evaluation and Production	4
FS287	Event and Fashion Show Production	4
FS402	Product Development	4
GD101	Drawing and Perspective	4
GD102	Fundamentals of Design	4
GD104	Color Theory	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GD114	Digital Imaging	4
GD211	Digital Illustration	4
ID123	Textile Science	4
ID402	Advanced Business Practices and Principles	4
IMD121	Web Scripting	4
IMD323	Web Marketing	4
RS111	Business Law	4
RS121	Fundamentals of Marketing	4
RS131	Fundamentals of Advertising	4
RS200	Career Development	4
RS201	Portfolio Preparation	4
RS202	Portfolio Presentation	4
RS241	Principles of Accounting	4
RS251	Project Management	4
RS299	Internship	4
RS310	Human Resource Management	4
RS321	Principles of Marketing Research	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE100	Computer Applications	4
LA110	English Composition	4
LA120	College Mathematics	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
LA127	Foundations of Retail Mathematics	4
LA130	Art History	4
LA140	Speech and Communication	4
LA150	Natural Science	4
LA160	Psychology	4
LA200	Sociology	4
LA201	Historical & Political Issues	4
LA220	World Civilization	4
LA260	Research and Technical Writing	4

Number of Credit/Clock Hrs. in Specialty:	<u>144</u>	/	<u>192</u>	Percentage:	<u>75</u>
Number of Credit/Clock Hrs. in General Courses:	<u>4</u>	/	<u>192</u>	Percentage:	<u>2</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>44</u>	/	<u>192</u>	Percentage:	<u>23</u>
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III. LIBRARY: Please provide information pertaining to the library located in your institution.

Location of library; Hours of student access; Part-time, full-time librarian/staff:

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The hours are :

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Thur-9-7pm

Fri-9-6

Sat -8:30-3

There is one full time MLS librarian and two part time Student workers whose hours total 30 per week.

2. Number of volumes of professional material:

867

3. Number of professional periodicals subscribed to:

48

4. Other library facilities in close geographical proximity for student access:

Marion County Public Library, Indianapolis Museum of Art Library, Indiana University/Purdue University Indianapolis

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 6 **Full-time:** 1 **Part-time:** 7

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: The Art Institute of Indianapolis

DMP131 Introduction to Video

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Columbus College of Art and Design	Columbus, OH	Illustration	1991	1995
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
ITT Technical Institute	Louisville, KY	Taught multimedia, CAD, game design, programming	2004	2005
Activision-Shaba Studio	San Francisco, CA	Produced 3D graphics and tools for video games	2001	2002
Z-Axis Ltd.	Hayward, CA	Produced 3D graphics backgrounds for video	1999	2000
PDI-Dreamworks Feature Animation	Palo Alto, CA	Technical Artist	1998	1999

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Please **TYPE** the form.

NAME OF INSTITUTION: The Art Institute of Indianapolis

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana University - Bloomington	Bloomington, IN	Administration and Supervision	1996	2001
University of Tennessee	Knoxville, TX	Math Education	1985	1989
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Pike High School	Indianapolis, IN	Taught Algebra and Geometry	2005	2006
Lawrence North High School	Indianapolis, IN	Taught Arithmetic 9, Applied Math	1995	2001
Memphis City Schools	Memphis, TN	Taught Biology, American Government, U.S. History	1990	1995

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: The Art Institute of Indianapolis

GD101 Drawing and Perspective

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Southern Illinois University	Edwardsville, IL	Printmaking/Design	1971	1973
Indiana State University	Terre Haute, IN	Studio Art/Art Education	1967	1968
University of Evansville	Evansville, IN	Art	1960	1964
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Outside Source Design	Indianapolis, IN	Creative Director	1995	2003
Eli Lilly & Co.	Indianapolis, IN	Art Director	1983	1995
Cosco	Columbus, IN	Director of Marketing	1974	1978
University of Evansville	Evansville, IN	Instructor of Art	1968	1974

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: The Art Institute of Indianapolis

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Purdue University	West Lafayette, IN	Elementary Education/Visual Communication/Design	1982	1987
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
DGS Marketing Engineers	Indianapolis, IN	Managed Design Team, Production Management,	2005	2006
RLR Associates	Indianapolis, IN	Project management, client relations	1999	2005
Progressive Publishing	Indianapolis, IN (No longer in existence)	Design, advertising, production, prepress	1996	1999
Bank One Credit Cards	Lafayette, IN	Customer Service	1994	1996

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: The Art Institute of Indianapolis

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Purdue University	West Lafayette, IN	Technical Graphics	1995	1999
Purdue University	West Lafayette, IN	Technical Graphics	1995	1997
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Electronic Arts-Tiburon	Orlando, FL	Art Production Manager, Lead Texture Artist, Texture	1999	2005

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: The Art Institute of Indianapolis

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
IUPUI, Herron School of Art	Indianapolis, IN	Art Education	1992	1994 (36 credit hrs)
IUPUI, Herron School of Art	Indianapolis, IN	Visual Communication	1965 1990	1968 1993
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Wesleyan University	Indianapolis, IN	Taught drawing	1999	Present
The Art Studio	Indianapolis, IN	President, graphic designer	1980	Present
Pen Products	Indianapolis, IN	Art Director	1994	1998
ITT Technical Institute	Indianapolis, IN	Department chair, taught commercial art	1990	1994

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Please TYPE the form.

NAME OF INSTITUTION: The Art Institute of Indianapolis

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana State University	Terre Haute, IN	English	1970	1971
Indiana State University	Terre Haute, IN	English	1966	1970
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Vigo County School Corp.	Terre Haute, IN	Taught English	2002	2003
South Vermillion School Corp.	Clinton, IN	Substitute taught	1997	2002
Studio 2 Photographers - South Vermillion School Corp.	Terre Haute, IN Clinton, IN	Co-owner, photographer Department chair, taught English	1982 1971	2001 1978